

## JIN PROJECT STATUS REPORT

**Name of Project:** BACKLOG ELIMINATION PROJECT  
**Agency Responsible:** WASHINGTON STATE PATROL  
**Participating Agencies:**

**Report as of Date:**  
**Month / Year**  
**December 31, 2003**

**Project Manager:** Becky Miner

**Executive Sponsor:** Acting Deputy Chief Paul Beckley

**Description:** A 2 year project to eliminate arrest fingerprint card backlog of 84,300 and court disposition backlog of 231,000 (1 year project for fingerprint cards, 2 years for dispositions). Due to increases in the backlog between the original budget request and implementation of the project, WSP received additional funding in the 2002 Supplemental Budget to retain the fingerprint staff for the 2<sup>nd</sup> year of the project. During the 2<sup>nd</sup> year of the project, fingerprint staff will focus on eliminating the fingerprint card backlog of 157,000. Total documents funded in the original backlog project are 388,000. As a result of exceptional performance in meeting processing goals nearly 4 ½ months early, additional grant funding was obtained to continue 11 staff for an additional 6 months to completely eliminate the remaining disposition backlog. (Total project duration 2 ½ years).

**Technology:** This is not a technology project. The goals of the Backlog Elimination Project will be accomplished by the project staff of 24 FTEs. (11 FTE's from July 1, 2003 – December 31, 2003)

**Budget:** \$2.458 million = \$575,300 Grant (Byrne), \$1,514,000 State (Fingerprint Identification Account), \$295,000 Grant (Byrne), \$73,750 State (Identification Section Operating Budget) for July 1, 2003 – December 31, 2003.

**Schedule:** July 1, 2001 – December 31, 2003

Major Milestones or Phases	Scheduled Start	Scheduled Completion	Status
Hire staff	7/1/2001		Completed
Train staff	7/1/2001		Completed
84,300 fingerprint cards completed	7/1/2001	6/30/2002	Completed
157,000 fingerprint cards completed	7/1/2002	6/30/2003	Completed
Fingerprint card backlog completed	7/1/2002	12/31/2002	Completed
231,000 court dispositions completed	7/1/2001	6/30/2003	Completed June 9, 2003
388,000 Total documents (fp cards & dispositions completed)	7/1/2001	6/30/2003	Completed Feb. 24, 2003
Court disposition backlog completed	7/1/2001	12/31/2003	Completed December 31, 2003

**Status:** As of December 31, 2003: 713,351 documents have been completed (286,403 fingerprint cards and 426,948 dispositions).

**Accomplishments this period:** During the month of December 2003: 34,402 dispositions were completed.

**Issues / Risk:** Additional grant funding was obtained to extend 11 FTE's through December 31, 2003 to complete the remaining disposition backlog. Retaining the temporary project staff through the remainder of the project may pose some problems as these employees are now fully trained and very competitive for permanent positions within state government. With the time remaining in the project, vacant positions will not be filled due to the lengthy training curve. Vacancy savings will be used to offset the cost of overtime.

**Recommendation:** None.

**Plans for next period:** The project successfully ended with the elimination of the disposition backlogs on December 31, 2003.